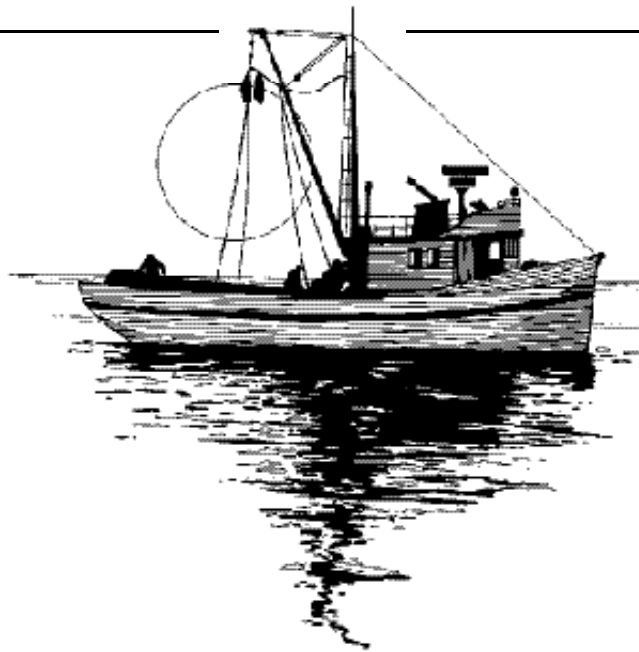


DCED Shared Fisheries Business Tax Program

FY 02 Long-Form Application



APPLICATION MUST BE SUBMITTED TO DCED
NO LATER THAN DECEMBER 15, 2001

State of Alaska
Tony Knowles, Governor
Department of Community and Economic
Development
Deborah Sedwick, Commissioner
Division of Community and Business Development
Patrick Poland, Director



FY 02 SHARED FISHERIES BUSINESS TAX PROGRAM

PROGRAM DESCRIPTION

The purpose of the Shared Fisheries Business Tax Program is to provide for an annual sharing of fish tax collected outside municipal boundaries to municipalities that can demonstrate they suffered significant effects from fisheries business activities. This program is administered separately from the state fish tax sharing program administered by the Department of Revenue which shares fish tax revenues collected inside municipal boundaries.

Program Eligibility

To be eligible for an allocation under this program, applicants must:

1. be a municipality (city or borough); and
2. demonstrate the municipality suffered significant effects as a result of fisheries business activity that occurred within its respective fisheries management area(s).

Program Funding

The funding available for the program this year is equal to half the amount of state fisheries business tax revenues collected outside of municipal boundaries during calendar year 2000.

Program funding is allocated in two stages:

1st Stage: Nineteen Fisheries Management Areas (FMAs) were established using existing commercial fishing area boundaries. The available funding is allocated among these 19 FMAs based on the pounds of fish and shellfish processed in the whole state during the 2000 calendar year. For example, if an area processed 10% of all the fish and shellfish processed in the whole state during 2000, then that area would receive 10% of the funding available for the program this year. These allocations are calculated based on Fisheries Business Tax Return information for calendar year 2000.

2nd Stage: The funding available within each FMA will be allocated among the municipalities in that area based on the level of fishing industry significant effects suffered by each municipality compared to the level of effects experienced by the other municipalities in that FMA.

Some boroughs, because of their extensive area, are included in more than one fisheries management area. In these cases, the borough must submit a separate program application for each area.

FY 02 SHARED FISHERIES BUSINESS TAX PROGRAM

PROGRAM DESCRIPTION

There are Two Application Methods Possible: Standard and Alternative

Standard Method: In the Standard Method, established by the department, each municipality in the FMA must determine and document the cost of fisheries business impacts experienced by the community in 2000. These impacts are submitted by each municipality in their applications. The department will review the applications and determine if the impacts submitted are valid. Once the impacts have been established for each of the municipalities in the FMA, the department will calculate the allocation for each municipality using the following formula:

One half of the funding available within a FMA is divided up among participating municipalities on the basis of the relative dollar amount of impact in each municipality. The other half of the funding available to that area is divided equally among all eligible municipalities.

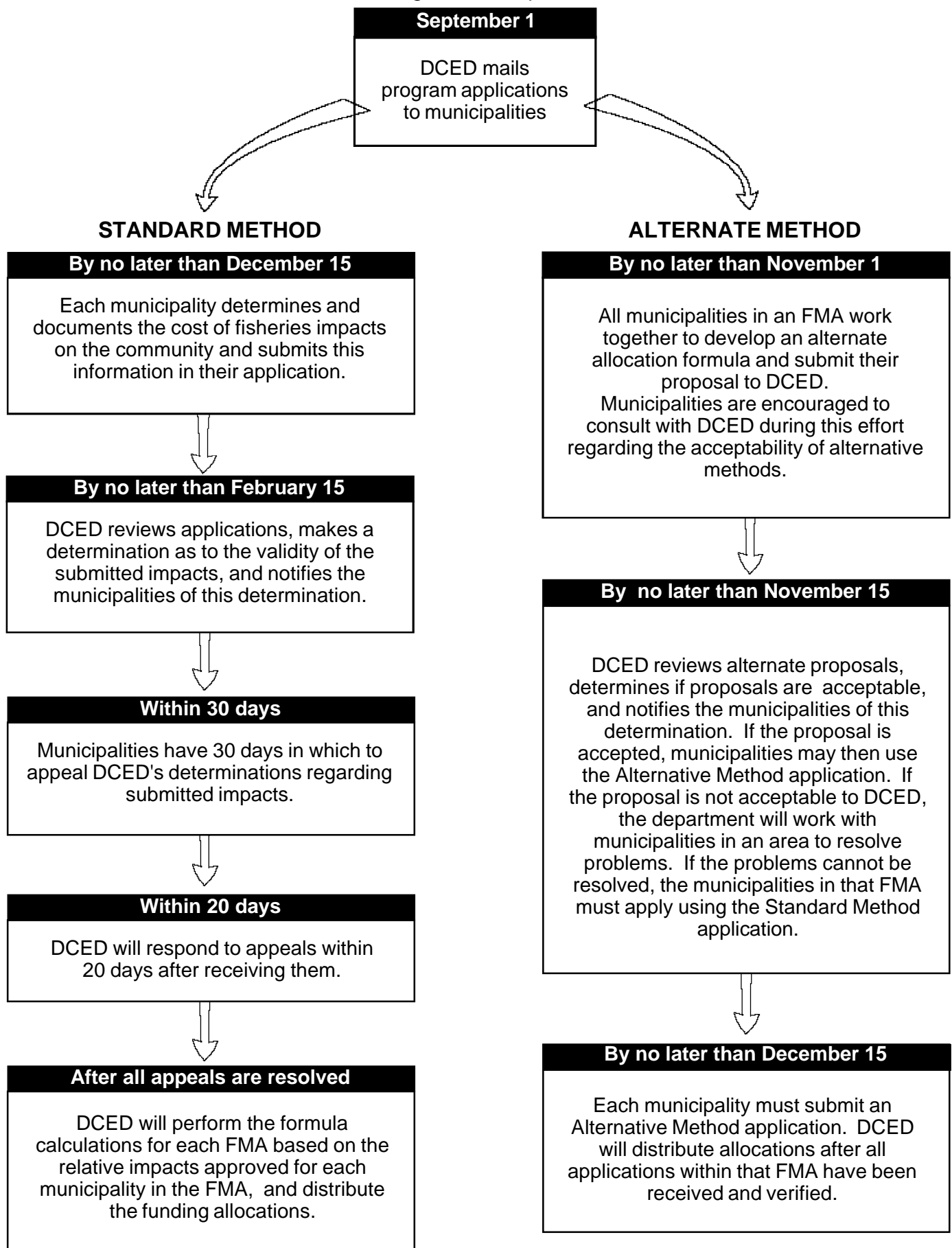
Alternative Method: Alternative allocation methods may be proposed by the municipalities within the FMA. The department will consider approving the use of a proposed alternative method only if all the municipalities in the area agree to use the method, and if the method includes some measure of the relative effects of the fishing industry on the respective municipalities in the area.

This application packet contains the instructions and forms for applying under either of these methods.

- The **yellow pages** are for applications using the **standard method**.
- The **pink pages** are to be used for **alternative method** applications.

The chart on the following page
summarizes the process for these two methods.

FY 02 Shared Fisheries Business Tax Program:
Program Description



FY 02 Shared Fisheries Business Tax Program Application Instructions


STANDARD METHOD

The Process

- ✓ In the standard method application process each municipality determines and documents the cost to the municipality of fisheries industry significant effects suffered by the community in 2000.
- ✓ Details for each of these effects are submitted by municipalities using the *Declaration of Significant Effects* application forms on the following pages.
- ✓ The municipality must also submit an approved resolution by the governing body certifying that the information submitted in the application is correct and complete. A sample resolution is included in this packet.
- ✓ The department will review the applications and determine if the significant effects submitted are valid.
- ✓ Once the effects have been established for each of the municipalities in a Fisheries Management Area, the department will calculate the funding allocation for each municipality using the following formula:

One half of the funding available within a FMA is divided up among participating municipalities on the basis of the relative dollar amount of impact in each municipality. The other half of the funding available to that area is divided equally among all eligible municipalities.

Guidelines for Completing the Declaration of Significant Effects Forms

 **Some important definitions:** The Shared Fisheries Business Tax Program provides for a sharing of State Fisheries Business Tax with municipalities that can demonstrate they suffered *significant effects* during the *program base year* from *fisheries business activity* in their respective fisheries management area.

For the purposes of this program, “fisheries business activity” means:

- ✓ activity related to fishing, including but not limited to the catching and sale of fisheries resources;
- ✓ activity related to commercial vessel moorage and commercial vessel and gear maintenance;
- ✓ activity related to preparing fisheries resources for transportation; and,
- ✓ activity related to processing fisheries resources for sale by freezing, icing, cooking, salting, or other method and includes but is not limited to canneries, cold storages, freezer ships, and processing plants.

And, "significant effects" means:

- ✓ municipal expenditures during the program base year demonstrated by the municipality to the department to be reasonable and necessary that are the result of fisheries business activities on the municipality's:
 - population;
 - employment;
 - finances;
 - air and water quality;
 - fish and wildlife habitats; and,
 - ability to provide essential public services, including health care, public safety, education, transportation, marine garbage collection and disposal, solid waste disposal, utilities, and government administration.

And, "program base year" means:

- ✓ calendar year 2000.

➔ **A municipality does not need to have actually made expenditures in 2000 in order to include them as significant effects in the application.** If a fishing business activity impacts a municipality in a manner that will result in a cost to the municipality, then the municipality can claim that impact as a significant effect. For example, a city's pier might have been damaged by an improperly docked fish processing vessel. The city might not have the funds to repair the pier during 2000, but the city has obtained final engineering estimates for the cost of repairs. In this case, the city could declare the repair cost estimates as significant effects on their application. However, **these costs may not be claimed again** if the city subsequently expended the monies to repair the pier at a later date (this would result in a double counting of significant effects).


If a significant effect claimed in the application reflects expenditures that were determined by the municipality to be necessary, but for which the municipality was unable to make an expenditure during the program base year, the application must include a finding by the municipal governing body which documents and clearly describes the procedures and methods by which the need and the estimated cost of such expenditures were determined.

➔ **Only that part of overall community impacts which are directly attributable to fishing business activity should be included as significant effects in the application.** For example, a city's water supply system may be impacted by the fresh water needs of the local fishing fleet and fish processing facilities. However, a city in this situation should not claim the entire cost of operating or maintaining the water system as a "significant effect" for the purposes of this program. In this case, the city must determine and document its estimate of the share of the use, and "wear and tear," of the water system that can reasonably be attributed to fisheries business activity. A place is provided on the *Declaration of Significant Effects* forms for municipalities to explain how they arrived at such estimates.

➔ **Examples of eligible significant effects.** The kinds of negative effects which a municipality might possibly claim to have suffered are many. It is the responsibility of each municipality to describe, document and justify its particular claims of negative impacts during 2000 resulting from fisheries business activities. For the purposes of this program, all significant effects must be presented in terms of expenditures of municipal funds, either actual or determined necessary. For example, a sudden population increase of 1,000 people is not in itself a negative effect. It is the demonstrable impacts on the city budget of dealing with

these extra people that may be considered as significant effects for this program. The following examples represent the kinds of community impacts which are clearly eligible for inclusion in a city's *Declaration of Significant Effects* forms.

- a municipality's expenses during 2000 in repairing a dock damaged by a fishing vessel;
- a municipality's costs of hiring extra police, teachers or medical staff to cover periods during 2000 when fish processing workers or fishing crew and their families expanded the municipality's population;
- a city 2000 loan which was used to improve the city's water system to meet increased demands for fresh water by local fish processors. Only that part of the debt service which can be directly attributable to supporting the fishing industry may be counted as a significant effect.
- special expenditures made by a city during 2000 to assist or help re-train workers who lost their jobs in the fishing industry because of a downturn in fishing activity;
- a borough's expenditures for operating and maintaining harbor facilities during 2000;
- that part of operating and maintaining a city's water and sewer system or landfill during 2000 that is directly attributable to the fishing industry.

 **Examples of events which are not eligible to be significant effects.** The following are examples of municipal expenditures or events which are **not eligible** for inclusion in a municipality's *Declaration of Significant Effects* forms:

- municipal expenditures that occurred before or after 2000 which are the result of fishing business activities;
- revenues which a city did not receive during 2000 because of a downturn in local fishing business activity.

If you're not sure whether an event is a valid "significant effect" or not, contact DCED.

Specific Instructions for Completing the Standard Method Application

The completed standard method application submitted by each municipality will contain three elements:

- ✓ a set of *Declaration of Significant Effects* forms (one separate form for each significant effect claimed by the municipality). **Three copies of this form are included in the application—please make as many additional copies of this form as you need.**
- ✓ a *Cover Page* that provides the total number and cost of the significant effects claimed by the municipality.
- ✓ an *approved resolution* by the governing body adopting the application as true and correct. A sample resolution is included in the application.

Instructions for *Declaration of Significant Effects* forms

- Part 1: **Description of fisheries business activity which resulted in the significant effect.** In clear detail describe what fisheries business activity caused the significant effect and how this resulted in a necessary expenditure of municipal funds.
- Part 2: **Significant Effect (municipal expenditures) made necessary by fisheries business activity.** What municipal funds were spent, or were determined to be necessary during 2000, to address this specific fishing business activity.
- Part 3: **Actual or planned expenditures.** Check the box which applies. If the municipality actually has made a municipal expenditure during 2000 to address the effect of the fishing business activity, check **“actual.”** If the municipality has specifically determined a need for expenditures during 2000 to address the effect of fisheries business activity, but has not yet made the expenditures, check **“determined necessary.”**
- Part 4: **Describe method of determining expenditures.** In clear detail describe the methods used by the municipality to determine the dollar amounts submitted under Part 2 of this form. Note: Every municipal expenditure “determined necessary” but the municipality was unable to make during 2000 must include a finding in a resolution by the municipal governing body that documents and clearly demonstrates the procedures and methods by which the need and estimates were determined.
- Part 5: **Is the fisheries business activity part of a larger community impact.** If a fisheries business activity (such as use of the municipal water system by a fish processor) is part of an overall municipal impact (like the use of the water system by all residents and businesses), then, for the purposes of this fish tax sharing program, the municipality may only claim as a significant effect those municipal expenditures made on the water system that are directly attributable to the fishing industry. A city in this situation should not claim the entire cost of operating or maintaining the water system as a “significant effect.” In this case, the city must determine and document its estimate of the portion of the operation and maintenance of the water system that can reasonably be attributed to fisheries business activity.
- Part 6: **Describe the documents which support the municipality’s expenditure determination.** List and describe all supporting documentation for the significant effect claimed. Examples would be audits, certified financial statements, invoices for repair work on the water line leading to the harbor, city payroll accounts, documentation on the need for extra emergency medical staff during fishing season, documentation demonstrating what portion of city water is used by the fishing industry, and final engineering estimates for repair of harbor facilities. These documents do not need to be submitted with the application, but they must be provided to the department in a timely manner if the department requests them during the application review process.

Instructions for the *Cover Page/Summary*

The *Cover Page* must be completed and submitted as part of the application. This form summarizes the information found in the application. The number of significant effects claimed should be equal to the number of *Declarations of Significant Effects* forms submitted with the application and the total dollar amount should equal the sum of all the dollar amounts stated in Part 2 on the *Declarations of Significant Effects* forms.

Instruction for the *Resolution* form

Municipalities may use this form, or a similar form, to comply with the requirement that the submitted application be certified by the municipality's governing body.

**Submit your completed application
by no later than December 15, 2001, to:**

**Department of Community and Economic Development
Division of Community and Business Development
Shared Fisheries Business Tax Program
P.O. Box 110809
Juneau, AK 99811-0809**

**If you have any questions regarding this program,
please call Bill Rolfzen at 465-4733**

**STANDARD METHOD APPLICATION
for the
FY 02 SHARED FISHERIES BUSINESS
TAX PROGRAM**

Name of Municipality: _____

Address: _____

Contact Person: _____

Phone Number: _____

Total # of Significant Effects Claimed: _____

Total \$ of Significant Effects Claimed: \$ _____

Return this cover page along with
Declaration of Significant Effects forms and resolution to:

Department of Community and Economic Development
Division of Community and Business Development
Shared Fisheries Business Tax Program
P.O. Box 110809
Juneau, AK 99811-0809

**FY 02 Shared Fisheries Business Tax Program
DECLARATION OF
SIGNIFICANT EFFECTS FORM**

(One Separate Form for Each Significant Effect Claimed)

1. Description of the fisheries business activity which resulted in the significant effect:

2. Significant effect (municipal expenditure) made necessary during 2000 by the fisheries business activity listed in #1: \$ _____

3. Municipal expenditure is: ☐ actual ☐ determined necessary

4. Describe how the municipal expenditure figure listed under Part 2 was determined:
(Every municipal expenditure marked "determined necessary" must be supported by a resolution that documents and clearly demonstrates the procedures and methods by which the needs and estimates were determined).

5. Is the fisheries business activity part of a larger fiscal impact on the municipality?

☐ yes ☐ no

If yes, describe how the fisheries business-related part of the overall fiscal impact was determined.

6. Describe the documentation that supports the municipality's claim of this significant effect (this documentation must be readily available to the department upon request):

**FY 02 Shared Fisheries Business Tax Program
DECLARATION OF
SIGNIFICANT EFFECTS FORM**

(One Separate Form for Each Significant Effect Claimed)

1. Description of the fisheries business activity which resulted in the significant effect:

2. Significant effect (municipal expenditure) made necessary during 2000 by the fisheries business activity listed in #1: \$ _____

3. Municipal expenditure is: ☐ actual ☐ determined necessary

4. Describe how the municipal expenditure figure listed under Part 2 was determined:
(Every municipal expenditure marked "determined necessary" must be supported by a resolution that documents and clearly demonstrates the procedures and methods by which the needs and estimates were determined).

5. Is the fisheries business activity part of a larger fiscal impact on the municipality?

☐ yes ☐ no

If yes, describe how the fisheries business-related part of the overall fiscal impact was determined.

6. Describe the documentation that supports the municipality's claim of this significant effect (this documentation must be readily available to the department upon request):

**FY 02 Shared Fisheries Business Tax Program
DECLARATION OF
SIGNIFICANT EFFECTS FORM**

(One Separate Form for Each Significant Effect Claimed)

1. Description of the fisheries business activity which resulted in the significant effect:

2. Significant effect (municipal expenditure) made necessary during 2000 by the fisheries business activity listed in #1: \$ _____

3. Municipal expenditure is: ☐ actual ☐ determined necessary

4. Describe how the municipal expenditure figure listed under Part 2 was determined:
(Every municipal expenditure marked "determined necessary" must be supported by a resolution that documents and clearly demonstrates the procedures and methods by which the needs and estimates were determined).

5. Is the fisheries business activity part of a larger fiscal impact on the municipality?

☐ yes ☐ no

If yes, describe how the fisheries business-related part of the overall fiscal impact was determined.

6. Describe the documentation that supports the municipality's claim of this significant effect (this documentation must be readily available to the department upon request):

**FY 02 Shared Fisheries Business Tax Program
Standard Method Resolution**

(City or Borough)

RESOLUTION NO. _____

**A RESOLUTION CERTIFYING THE FY 02 SHARED FISHERIES BUSINESS TAX
PROGRAM APPLICATION TO BE TRUE AND CORRECT**

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY 02 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Community and Economic Development that the municipality suffered significant effects during calendar year 2000 from fisheries business activities; and

WHEREAS, the Department of Community and Economic Development has prepared specific application forms for the purpose of presenting the municipality's claims as to the significant effects suffered by the municipality during calendar year 2000; and

WHEREAS, 3 AAC 134.100 requires the governing body of the municipality to include with the municipality's FY 02 program application an approved resolution certifying the information contained in the application to be true and correct;

NOW THEREFORE BE IT RESOLVED THAT:

The _____ by this resolution certifies
(Governing Body)

the information contained in the _____
(City or Borough)

FY 02 Shared Fisheries Business Tax Program Application to be true and correct to the best of our knowledge.

PASSED AND APPROVED by a duly constituted quorum of the

_____ this _____ day of _____, 20_____.
(Governing Body)

SIGNED _____
Mayor

ATTEST _____
Clerk

FY 02 Shared Fisheries Business Tax Program Application Instructions

ALTERNATE METHOD

The Process

- ✓ In the alternate method application process all municipalities in a fisheries management area may work together to develop an alternative allocation formula for distributing the available program funding among municipalities in the area. It is advised that the department be consulted during this process if the municipalities have questions or concerns about what constitutes an acceptable alternative to the standard allocation method.
- ✓ All the municipalities in an area must reach an agreement in writing on an alternative allocation formula.
- ✓ By November 1, the department must receive the proposed alternative method. If the alternative method is not acceptable, the department will work with the municipalities to resolve the problems.
- ✓ If the municipalities in an area fail to satisfy the department regarding the acceptability of the alternative allocation method proposed, then each municipality in the region must return to the standard application process and submit separate applications as required by that process.
- ✓ If the department finds the alternative allocation method satisfactory, each municipality must then complete an alternative method application consisting of a cover page and resolution. The resolution must be adopted by the governing body and it must **clearly describe the approved alternative allocation method within that area**. After all alternative method applications within an area have been received and approved, the department will perform the allocations and distribute program funds.

General Guidelines for Developing an Alternative Allocation Method

➡ **All municipalities in a fisheries management area must agree on the alternative method:** There must be unanimous agreement among all eligible municipalities in a fisheries management area with regard to alternative allocation methods. It is the responsibility of community leaders in the area to work together to negotiate an alternative which is acceptable to all municipalities. The department may be consulted at any time regarding what kinds of formula approaches are considered acceptable by the department.

➡ **Alternative methods must incorporate some measure of the relative significant effects experienced by the respective municipalities in the area.** The measure of significant effects may take many forms. One area might agree to use the number of commercial fishing boat visits-per-year per community as a measure of significant effects. Another area might use the linear foot-length of public docks as a measure. Another area might use

community population figures as an indication of the significant effects of fisheries business activity. Another area might share one half of the funding equally between the respective municipalities and share the other half based upon community population figures. Areas may decide to use one measure, or may use a combination of measures.

Specific Instructions for an Alternative Method Application

In the alternative method application, a **cover page** and **approved resolution** constitute the application. No other forms need to be submitted. A cover page and sample resolution have been attached for your use.

**Submit your completed application
by no later than December 15, 2001, to:**

**Department of Community and Economic Development
Division of Community and Business Development
Shared Fisheries Business Tax Program
P.O. Box 110809
Juneau, AK 99811-0809**

**If you require assistance in completing this application,
please call Bill Rolfzen at 465-4733.**

**ALTERNATIVE METHOD APPLICATION
for the
FY 02 SHARED FISHERIES BUSINESS
TAX PROGRAM**

Name of Municipality: _____

Address: _____

Contact Person: _____

Phone Number: _____

Return this cover page along with your resolution to:

Department of Community and Economic Development
Division of Community and Business Development
Shared Fisheries Business Tax Program
P.O. Box 110809
Juneau, AK 99811-0809

**FY 02 Shared Fisheries Business Tax Program
Alternative Method Resolution**

(City or Borough)

RESOLUTION NO. _____

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY 02 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN

(Fisheries Management Area)

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY 02 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Community and Economic Development that the municipality suffered significant effects during calendar year 2000 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Community and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Community and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, The _____
(Governing Body)

proposes to use an alternative allocation method for allocation of FY 02 funding available

within the _____
(Fisheries Management Area)

in agreement with all other municipalities in this area participating in the FY 02 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED THAT: The _____
(*Governing Body*)

by this resolution certifies that the following alternative allocation method fairly
represents the distribution of significant effects during 2000 of fisheries business activity

in the _____.
(*Fisheries Management Area*)

ALTERNATIVE ALLOCATION METHOD:

PASSED and APPROVED by a duly constituted quorum

of the _____ this _____ day of _____ , 20 ____ .
(*Governing Body*)

SIGNED _____
Mayor

ATTEST _____
Clerk